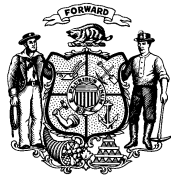


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State of Wisconsin
Governor Scott Walker

TO: **Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators**

FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

DECE/BELP OPERATIONS MEMO

No: 17- 44

DATE: 10/05/2017

Child Care

SUBJECT: Head Start, Early Head Start, 3K and 4K School Programs

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual
[Section 2.2.9.2](#)

EFFECTIVE DATE: OCTOBER 05, 2017

PURPOSE: The purpose of this memo is to reiterate Wisconsin Share Child Care Subsidy policy section 2.2.9.2 Head Start, Early Head Start, 3K and 4K School Programs.

BACKGROUND: Children benefit when their child care program and school program are co-located. This reduces disruption in the child's day and provides continuity of care givers throughout the day. Wisconsin Shares child care policy allows the inclusion of Head Start, 3K, and 4K programs in the authorized hours with some limited situations. This policy has been previously referred to as wrap-around care.

POLICY: This policy remains unchanged and should be applied on an individual basis for children who are enrolled in Head Start, Early Head Start, 3K, or 4K school programs. However, to provide clarification around this policy additional examples have been provided.

2.2.9.2 Head Start, Early Head Start, 3K and 4K School Programs

Child care authorizations must always be based on the parent's need for child care while the parent is participating in an approved activity. However when the 3K or 4K program that is overseen by a public school board, or a Head Start or Early Head Start program is located at a child care program, the education program hours can be included in the authorized hours if each of the following are true:

- The parent is engaged in an approved activity during the school program hours and additional child care is needed for the parent to participate in his or her approved activity
- The school program (3K, 4K, Early Head Start, or Head Start) and the child care program are co-located (at the same address)
- The total number of hours of the child's school program(s) is not more than four (4) hours per day
- The total length of the child's authorized child care day is five (5) or more hours per day (the school program hours are included in this total)

If any of these requirements are not met, the child care subsidy authorization must not include the school program hours

If the school program is located at a different site than where child care is provided, the authorization must cover only the hours the child attends the child care provider and must not include the hours the child attends the school program.

Example 1: Charlie attends the Head Start program located at 1256 Water Street and the child care program that is located at 1536 Water Street. Charlie's authorization is limited to the hours he will spend at the child care program located at 1536 Water Street because the child care and the Head Start programs are in different locations.

Example 2: Dara attends a 4K program that is overseen by the local public school board, and is located at the child care center where she is enrolled. Dara's Mom needs child care from 7:30 a.m. to 2:15 p.m. Monday – Friday. The 4K program is provided at Dara's child care center from 8 a.m. to 11:30 a.m. Monday –Thursday. Dara's authorization may be written to include all of the hours that Dara's Mom needs child care which is 7:30 a.m. to 2:15 p.m. Monday through Friday.

Additional example for further understanding of this policy:

Example 3: Cary attends an Early Head Start program that is located at the child care center where she is enrolled. Cary's Mom needs child care from 9:30 a.m. to 4:30 p.m. Monday – Thursday while she goes to work. The Early Head Start program goes from 8 a.m. to 2 p.m. Monday – Friday. Cary's authorization may be written for only the hours that Cary attends the child care program because the Early Head Start program hours are indicated to be 6 hours daily. Cary's authorization must begin at 2 p.m. when the Early Head Start program has ended until 4:30 p.m. when Mom picks Cary up, Monday – Thursday.

For questions regarding the continued implementation of this policy please contact the Child Care Subsidy and Technical Assistance Line.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at <https://dcf.wisconsin.gov/files/regionaloperations/pdf/bro-contacts.pdf>

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

DCF/DECE/BELP/EMA